



WASTE MANAGEMENT
& RADIATION CONTROL

Utah Department of Environmental Quality

Division of Waste Management & Radiation Control

Mailing Address: P.O. Box 144880, Salt Lake City, Utah 84114-4880

Hand Delivery: 195 North 1950 West, MASOB Bldg. 2nd Floor, Salt Lake City

Web Address: <http://www.deq.utah.gov/ProgramsServices/programs/waste/usedoil/index.htm>

Phone: 801-536-0200 **Fax** 801-536-0222

Used Oil Transporter Permit Renewal Application Information

General Information:

- **What is used oil?** It is any oil, refined from crude oil (mineral oil) or a synthetic oil, that has been used and as a result of that use is contaminated by physical or chemical impurities. Some common examples include **used** lubricating oils, hydraulic oils, transmission fluids, compressor oils, transformer oils, metalworking oils, or any mixtures of any of these items with other materials.
- **Used oil is not** virgin oil, vegetable oil, or bio-diesel (unless mixed with used oil).
- “Standards for the Management of Used Oil” (R315-15) may be purchased from the Division of Waste Management & Radiation Control, or view them or download them for free at <http://www.rules.utah.gov/publicat/code/r315/r315-015.htm>

Who needs to renew thier Used Oil Transporter Permit? (See R315-15-4)

- A used oil Permittee whose permit was issued ten years or more ago.
Permits must be renewed every 10 years.
- A **Transfer Facility Permit will also be required if used oil will be held** at transportation related facilities including loading docks, parking areas, storage areas or other areas **more than 24 hours** and not longer than 35 days. A Processor Permit is required if the used oil will be held 35 days or more.
- If uncertain if you need a permit, please check with the Division.

Who does not need a Used Oil Transporter Permit?

- a farmer who transports 1 drum of used oil (**55 gals. or less at one time**) to a collection center.
- someone who needs to transport multiple 55-gallon drums of used oil, but **transports one drum at a time (55 gals. or less at one time).**
- a person who takes a few gallons of used oil to a used oil collection/recycling center.

What does it cost to receive a Used Oil Transporter Permit?

- **\$100.00** application fee **due with an application.**
- Also, applicants will be billed for DWMRC costs associated with **application review, permit preparation and publishing a public notice in newspapers.** These charges can range from several hundred dollars to \$1,000 or more.
- **A complete and detailed application will greatly minimize time and charges.**

Used Oil Transporter Permit Application Information

Other Information:

- Permittees must **abide by the “Standards for the Management of Used Oil” R315-15**. These rules may be more stringent than Federal EPA regulations. Copies may be purchased from the DWMRC, or view them at the following web site.

<http://www.rules.utah.gov/publicat/code/r315/r315-015.htm>

- Failure to comply with Permit requirements or the “Rules” may lead to enforcement actions and/or revocation of a permit.

- Permittees are required to **submit an annual report** by March 1, of each year, for the prior calendar year. To view or download the form:

<http://www.deq.utah.gov/forms/waste/index.htm#araof>

- Permittees are **subject to** periodic used oil program **inspections**.

- All **records** associated with used oil transportation **must be kept for a minimum of 3 years**.

- Permittees must **comply with** all applicable **Dept. of Transportation regulations** (49 CFR 171 – 180). Contact UDOT (801-965-4000) for more information.

What’s the process to renew a Used Oil Transporter Permit, & how long does it take?

1. Review the entire application document prior to filling out any information.
2. **Completely fill out the application** form, page 5 of this packet.

Attach and label all additional required materials, and submit the packet and fees to the address at the top of the form. If possible, **submit the application material on a computer disc or contact the DWMRC about submitting electronically**.

3. Contact the Division at 801-536-0200 if you have any questions regarding what information needs to be submitted as part of the application.

4. Division employees will review the submitted materials, and you will be notified if additional information is required to complete the application. A detailed and **complete application will speed up the review and approval process**.

5. **After** the Division determines **requirements are met, a draft permit renewal will be sent** to you to review. (This is not your final renewed permit)

6. The draft permit will be published in the newspaper for a required 15-day public review and comment

7. Applicants should expect an average of **60 days from the beginning of the 15-day public comment period before the final permit** is issued.

For additional information:

- Contact the Division. See the top of page 1 for contact information.

Used Oil Transporter Permit Application Required Documents

This checklist is an overview of items to submit.

Completed & **signed** “**Application Form**” (page 5 of this packet).

Check for a total of **\$100.00 payable to DEQ/DWMRC** (# 1, page 7 of this packet).

If any information has changed from your current used oil transporter permit, please submit revised information.

Licenses and Registrations: **at least business license and “Certificate of Existence”** (# 2, pages 8 & 9 of this packet).

Property Owner Information: “Property Description for Tax Purposes” **or** copy of the property deed (# 3, page 10 of this packet).

“General Used Oil Operations” document (# 4, page 11 of this packet).

“Waste Disposal” information (# 5, page 12 of this packet).

“Rebuttable Presumption – Analysis Plan” document (# 6, page 13 of this packet).

“Truck Information” document (# 7, page 14 & 15 of this packet).

If applicable, “Railcar Information” documentation (# 8, page 16 & 17 of this packet).

“Emergency Controls - Spill Plan” document (# 9, page 18, 19 & 20 of this packet).

“Used Oil Training Plan” document (# 10, page 21 of this packet).

“Insurance Information” documentation (# 11, page 22 of this packet).

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Used Oil Transporter Permit Renewal Application Form	
a. Company Name:	f. Company EPA ID # (Contact the Division if you don't have an EPA ID #)
b. Company Office Physical Address & Phone # Phone #:	g. Facility Physical Address & Phone # where used oil vehicles & equipment will be stored (if different than Company's): Phone #:
c. Company Office Mailing Address:	h. Facility Mailing Address:
d. Company Owner or Principal Name(s):	i. Who owns the property where used oil vehicles & equipment will be stored? Name: Mailing address: Phone #:
e. Contact Person for Used Oil Transportation: Name: Title: Phone #:	j. Does your company currently hold or did it previously hold any permits with Utah DEQ? List permits:

I certify under penalty of law that this application and all associated documents were prepared by me or under my direction or supervision. The information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.

Company owner or principal must sign this form.

Name _____ Title _____

Signature _____ Date _____

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**Used Oil Transporter Permit Application
Required Documents**

1. Submit check(s) for a total of \$100.00 payable to DEQ/DWMRC.

Please clearly indicate the permit applicant name and the check purpose(s).

- a. Used Oil Transporter Permit Application Fee (\$100.00)

EXAMPLE:

Company Name		
Address		
City & State, Zip		
Pay to:	State of Utah DEQ/DWMRC	\$200.00
	Two Hundred & 00/100	Dollars
	For: Used Oil Handler Fee" (\$100.00)	<i>Signature</i>
	Used Oil Transporter Permit Application Fee (\$100.00)	

Include information on the check. This is helpful if the check becomes separated from the application.

**Used Oil Transporter Permit Application
Required Documents**

2. Licenses and Registrations

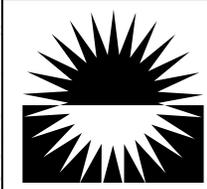
There should be at least two items in this section. Submit copies of:

- a. **business license** from local city/county and any other applicable license(s) or registration(s).
- b. **“Certificate of Existence”** for Utah. This may be obtained from the Utah Dept. of Commerce web site www.commerce.utah.gov or by calling 801-530-4849. All companies operating in Utah must obtain and submit a Certificate of Existence.

EXAMPLE:

Business License

See EXAMPLE: **“Certificate of Existence”** on the next page.

License No. 0000		Richardson City Address Nowhere, USA Working for Industry & People
Issued by: Richardson City Address Nowhere, USA		
Issued to:	Your Business Name Street Address Nowhere, USA	
Type of Business:	Trucking and Transport	
Expiration Date:	December 31, 2007	
Authorized Signature: <u>James P. Smith</u> Title: <u>Mayor</u>		This certifies the above named business has paid into the City Treasury the required license fee, is subject To provisions of the Ordinances of said City relating to Licenses, and is hereby duly authorized.
This license is not transferable.	Post this license in a conspicuous place.	

EXAMPLE:

“Certificate of Existence”



**Utah Department of Commerce
Division of Corporations & Commercial Code**

160 East 300 South, 2nd Floor, PO Box 146705

Salt Lake City, UT 84114-6705

Service Center: (801) 530-4849 Toll Free: (877) 526-3994 Utah Residents

Fax: (801) 530-6438

Web Site: <http://www.commerce.utah.gov>

NAME REQUESTING
ADDRESS 1
ADDRESS 2
CITY, STATE & ZIP

Date

CERTIFICATE OF EXISTENCE

Registration Number:

Business Name:

Registered Date:

Entity Type:

Current Status:

The Division of Corporations and Commercial Code of the State of Utah, custodian of the records of business registrations, certifies that the business entity on this certificate is authorized to transact business and was duly registered under the laws of the State of Utah. The Division also certifies that this entity has paid all fees and penalties owed to this state; its most recent annual report has been filed by the Division; and, that Articles of Dissolution have not been filed.



Kathy Berg
Director
Division of Corporations and
Commercial Code

**Used Oil Transporter Permit Application
Required Documents**

3. Property Owner Information

Documentation must show who owns the property “where used oil vehicles and equipment will be stored” (see section “g” & “i” on the Application form, pg. 5 of this packet). If the “Property Owner” is other than the applicant, DWMRC will notify the property owner to make him/her aware of this proposed used oil activity.

Submit either of the following:

- “Property Description for Tax Purposes” available from the County Recorder’s office
or
- copy of the property deed including contact information for the property owner

EXAMPLE:

“Property Description for Tax Purposes”

VTDI 15-24-402-006-0000 DIST 13b		TOTAL ACRES	1.46
PROPERTY OWNER NAME HERE	TAX CLASS	REAL ESTATE	155600
	LEGAL	BUILDINGS	397100
OWNER’S MAILING ADDRESS	115850877930		
CITY, UT			
LOC: PROPERTY ADDRESS	EDIT 1	BOOK 0000	PAGE 0000
SUB:			TYPE UNKN PLAT
DATE	PROPERTY DESCRIPTION FOR TAXATION PURPOSES ONLY		
	COM N 0-07’ E 3705.68 FT & S 96-26’ 30” W 1988.53 FT & S		
	0.55’ 45” E 150 FT FR SE COR SEC 24, T 2S, R 1W, SL MER,		
	S .66’ 40” E 180 FT; S 90-36’ 43” W FT TO BEG. 1.46 AC.		
PFKEYS: 1=VTNH 2=VTOP 4=VTAU 6=NEXT 7=RTRN VTAS 8=RXMU 10=RXBK 11=RXPN			

Used Oil Transporter Permit Application Required Documents

4. Attach a separate document and label it “General Used Oil Operations”

This section normally doesn't need to be longer than a few paragraphs. At a minimum, provide a general overview to address the following issues.

- As a used oil transporter, what general geographic area(s) in Utah do you plan to service?
- Will you be transporting used oil collected outside Utah into Utah?
- Will used oil collected in Utah be transported outside of Utah?
- What type of businesses/equipment (automotive and vehicle service, mining operations, transformers, industrial, etc.) will generate the used oil you transport?
- What documentation or receipt will be left with the site when used oil is picked up/collected, and what information will be included on the document (see R315-15-5 4.7 Tracking)?
- Will used oil from your transportation vehicles be unloaded each day?
- What type of facilities/businesses will be receiving the used oil after you transport it? (In Utah, used oil must only be delivered to other permitted used oil handlers.)
- Where will used oil transportation records be kept on file for at least 3 yrs.? Note, a copy of these records must be kept in Utah if you have an office in Utah.
- If you will be collecting used oil filters, please explain your procedures.
- If you will be collecting antifreeze, PCB contaminated items, hazardous waste, etc. briefly explain your operational procedures.
- Include any additional, general information describing proposed used oil activities.

EXAMPLE:

General Used Oil Operations “Put Your Company Name Here”

(This example is provided to give a general idea of the minimum required. It is an example of a smaller operation. The information you provide should be based on individual situations, and it may require significantly more length and detail than this example.)

Our company plans to mainly collect used oil from generators in southern Utah, but we will also service areas as far north as Utah County. At this time, we will only be operating within the state of Utah, but we may expand to other areas in the future. The used oil we collect and transport will be generated only by vehicle services businesses including autos and heavy equipment. A bill-of-lading with our business header, the date of pickup, driver's name, customer name & location, EPA # of customer if applicable, customer representative's name & signature, quantity of used oil collected, CLOR-D-TECT test results, etc. will be left with each pick up. Transportation vehicles will finish their routes each day, and all used oil will be off-loaded at a permitted facility each evening (within 24 hrs. of pick up). All used oil we transport will be delivered to . . . (List all types of permitted facilities you will be delivering to and indicate what will be done to the used oil). All used oil associated records will be kept at our company office listed in cell “b” on the application form. We will not be transporting used oil filters, antifreeze or any hazardous wastes.

Used Oil Transporter Permit Application Required Documents

5. Attach a separate document and label it “Waste Disposal”

Describe, in detail, your methods for disposing of any wastes generated while handling used oil. This section can range from a few sentences to a couple pages depending on your operational plan.

- How will rags, absorbent materials, absorbent “socks” or “booms,” etc. be discarded after they are contaminated with used oil? These items could come from cleanup of used oil spills, or they could come from normal activity including wiping up drips, cleaning equipment, etc.
- What will be done with sludge, impurities or other solid wastes generated through the collection, transport or handling of used oil? This could include screened residues or filter material from tanker hoses.
- How will the inside of tankers or other containers be cleaned, and how will the sludge and residue be handled?
- Please provide the name, address, and telephone # of each proposed solid waste facility you will use if you will be the ones disposing of the above listed materials. Remember, all wastes must be characterized (to demonstrate they are not hazardous) prior to disposal.
- How will mixtures of used oil and water, antifreeze or other liquids be handled? If applicable, include a copy of your POTW permit.

EXAMPLE:

Waste Disposal Plan “Put Your Company Name Here”

(This example is provided to give a general idea of the minimum required. It is an example of a small operation. The information you provide should be based on your individual situations, and it may require significantly more length and detail than this example.)

All absorbent materials and rags used to clean up minor leaks and spills and to wipe off equipment will be collected in 55-gal. drums. Sludge and debris from screens on vacuum hoses will be placed in the same drums. When full, the drums will be collected for disposal by (fill in Company Name), a permitted hazardous waste management company. They will characterize the waste and dispose of it in their facility. If the inside of any tanker truck needs to be cleaned, we will hire an appropriate company permitted to handle oily wastewater and sludge to pump and steam-clean them. This company will characterize and dispose of the materials. We will not collect used oil if there is more than a minimal amount of water or antifreeze, so we will not have oily water as a byproduct. If a company has a container with more than approximately 20% water mixed with used oil, we may allow it to separate, and then pump the used oil while leaving the water. Used oil mixed with other substances will not be collected. If one of our customers has used oil with high water content, we put them in contact with a company permitted to pump sumps.

Used Oil Transporter Permit Application Required Documents

6. Attach a separate document and label it **“Rebuttable Presumption – Analysis Plan”**

This requirement is to insure transporters will not be collecting and transporting hazardous waste (see R315-15- 4.5). This section normally ranges from a few paragraphs to several pages in length.

- Explain in step-by-step detail how, **prior to transporting**, the halogen content of used oil to be picked up/transported will be determined to be above or below 1,000 ppm (ex. *CLOR-D-TECT* test kits or Utah certified lab analyses are approved methods. **“Sniffers” are not an approved EPA test method** for determining halogen content).
- What action will be taken when a halogen level above 1000 ppm is discovered?
- Indicate how analysis results will be indicated on bill-of-lading.
- Describe how representative samples will be collected from used oil containers, and how analysis will be performed on drums and bulk containers.
- If composite sampling (multiple drums or containers together) is proposed, list the maximum number of containers or gallons proposed to be sampled by each composite. Normally, 4 drums is the maximum number acceptable for composite samples.
- What procedures will be taken if used oil and 20% or more water or antifreeze mixtures are to be found? This may require different sampling or testing procedures.

EXAMPLE:

Rebuttable Presumption – Analysis Plan “Put Your Company Name Here”

(This example provides a general idea of requirements. Include specific testing procedures, methods and lab information if lab analysis will be used. Information you provide should be based on individual situations, and it may require significantly more length and detail than this.)

1. All drivers will be trained in the purpose and use of *CLOR-D-TECT* kits prior to field work.
2. During or prior to the first used oil pick up from new customers, drivers will check with the used oil generator to see if they have been mixing any other liquids or solids with their used oil. All customers/generators will be instructed to avoid mixing anything with used oil.
3. All used oil picked up and transported will be tested by our driver using a new, unexpired *CLOR-D-TECT* 1000 or Q4000 kit. This test will be completed prior to pumping the used oil into our truck, and each truck will have unexpired kits available at all times. Drivers will follow instructions contained with the kit. Used kits will be disposed of in regular garbage containers.
4. Used oil will not be picked up if test results indicate a reading of 1000 ppm or greater (unless given written authorization from State of Utah DEQ), and the generator will be informed of his/her options regarding disposal. *CLOR-D-TECT (SW-846 Method 9077)* results will be written on the bill-of-lading.
5. Spot samples from each small tank will be taken using a bailer or “drum thief/coliwasa.” Samples will be taken from as close to the center of tank as possible. Each large tank will be sampled by opening the sampling valve. Samples from no more than 4 drums (composite) will be mixed, stirred then tested. Drum samples will be taken from as close to the center as possible.
6. Used oil with 20% or more water or antifreeze will use or Dexsil HydroClor-Q Kit or a *CLOR-D-TECT* with the proper calculation adjustment.
7. *CLOR-D-TECT* results will be written on bill-of-lading, & a copy will be left with customers.

**Used Oil Transporter Permit Application
Required Documents**

7. Attach a separate document and label it “Truck Information”

Describe the specific procedures and types of vehicles to be used. This section can range from a few paragraphs to several pages in length, and the vehicle list must contain all vehicles types (tanker, vacuum, box truck, etc.) you may use to transport used oil.

- Will you be using trucks and railcars to transport used oil?
- Describe, in detail, how used oil will be loaded/unload to/from transportation vehicles.
- Include the spill prevention measures for these activities (type/size of containment basins, etc.).
- If used oil is ever going to be transferred from one truck to another, explain spill prevention & loading/unloading procedures.
- How will the quantity of used oil picked up and transported and delivered be measured (dip stick, metered gauge or other)?
- How will tankers/containers be labeled with the words “USED OIL” when used oil is being transported?
- **Reminder:** Permittees must comply with all applicable Dept. of Transportation regulations (49 CFR 171 – 180). Contact UDOT (801-965-4000) for more information.
- For all over-the-road used oil transportation vehicles to be used in Utah, list the:

Truck Type (Use a separate line for each type: tanker, vacuum, trailer, panel, tractor, flatbed or other vehicle type)	Number of Each Type

SEE EXAMPLE ON THE FOLLOWING PAGE

EXAMPLE:

Truck Information
“Put Your Company Name Here”

(This example is provided to give a general idea of the minimum required. Information you provide should be based on individual situations, and it may require significantly more length and detail than this example.)

- Our company will use several truck types collect and transport the used oil (see list below).
- All drivers and other personnel who may assist with these operations will be trained in these procedures prior to actually loading and unloading used oil.
- Both sides of all vessels/containers/trucks containing used oil will be labeled “used oil.” The letters will be at least 3” tall, a contrasting color to vessel/container & clearly visible.
- We do not plan to transfer used oil from one truck to another unless there is a vehicle problem or other type of emergency. If this becomes necessary, we will use the same procedures listed.
- Collection amounts will be determined by using a “dip stick” to measure the difference in our vehicle tank prior to pumping each location and then again after pumping.

Used Oil Collection Loading and Unloading Procedures

1. Driver and any assistant(s) will wear safety glasses, gloves and other appropriate PPE.
2. Vehicles will be positioned with safety brake applied, and wheels will be chocked.
3. Driver will take beginning measurement of used oil in vehicle tank.
4. Complete the appropriate *CLOR-D-TECT* test following the testing procedures listed in our permit.
5. Hose screens and gaskets will be checked each time prior to connecting to verify they are sound and not plugged. After checking, securely tighten hose fittings to minimize potential of spill. Place a drip bucket below all hose connections to catch drips.
6. Place the end of hose in appropriate tank, drum or container to be pumped or filled. Operator must remain at the scene, and he/she must remain in charge and maintain control of the operation throughout the entire used oil transfer operation.
7. After each container is emptied/filled, recheck hose screens prior to pumping/filling the next container. After all used oil is pumped, clean hose screen, disconnect hose from truck and store appropriately. Collect and empty the spill bucket into used oil into tank, and clean up any remaining drips, leaks or spills. Before leaving, confirm all tanks and container covers are closed and locked.
8. Take ending measurement of used oil in vehicle tank to determine amount collected or unloaded.
9. Completely fill out the bill-of-lading/receipt. Include *CLOR-D-TECT* results, and leave a copy with the business.

Used Oil Vehicle List.
“Put Your Company Name Here”

Truck Type (tanker, vacuum, trailer, panel, tractor, flatbed or other vehicles)	Number
Tanker	2
Tractor	3
Box Trailer	1
Panel Truck 24'	1
Vacuum	2

Used Oil Transporter Permit Application Required Documents

8. If, as part of this permit, your company plans to transport used oil by railcar, attach a separate document and label it “Railcar Information”

This section will probably be several pages in length to include lease information, and the railcar list should contain all railcars you may use to transport used oil.

- If any railcars are or will be leased, submit a copy of the lease agreement with the applicable railroad(s).
 - Include a list of railcar ID #s or other identification methods, types and volumes,.
 - List specific locations (address, spur #) where railcars will be loaded or unloaded.
 - If loading a railcar, how long will it be from the time the first load is transferred to the railcar until the railcar is transported from the site? **Reminder: if this timeframe is ever longer than 24 hours, a Used Oil Transfer Facility Permit will also be required.**
 - If unloading railcars, how soon after arriving at the site will railcars be emptied? **Reminder: if this timeframe is ever longer than 24 hrs., a Used Oil Transfer Facility Permit will be required.**
 - Indicate how these railcars will be labeled “USED OIL” when used oil is being transported.
 - Describe how railcars will be loaded/unloaded, and list type of spill containment to be used. Make certain to follow an loading/unloading best practices or standards available.
-

SEE EXAMPLE ON THE FOLLOWING PAGE

EXAMPLE:

Railcar Information
“Put Your Company Name Here”

(This example is provided to give a general idea of what is required. Information you provide should be based on individual situations, and it may require significantly more length and detail than this example.)

***Make certain to submit lease agreements with applicable railroad(s).**

Railcar List

ID Number and Type	Volume/Capacity	Other Info.
DOT 111-5621 coiled, insulated	25,500	
DOT 111-5051 non insulated	26,000	
DOT 101-3321 coiled, insulated	25,000	
DOT 101-6508 insulated	22,500	
DOT 133-5874 coiled, insulated	26,000	

- ◆ We will be using rail spur #145 located at (*fill in address & any specific directions to access*). This rail spur is owned by the railroad, and use of it is covered in our railcar lease.
- ◆ Railcars will be shipped within one day (24 hours or less) from the time the first truck of used oil is loaded. When a railcar of used oil is received at this spur, all used oil will be unloaded and transported within 24 hours of arriving.
- ◆ All railcars to be used, and included on the following list, will be labeled with the words “used oil” painted on both sides. This will be clearly visible.

Railcar Loading & Unloading Procedures

1. Driver and assistant(s) shall wear safety glasses, gloves and other appropriate PPE.
2. Vehicles will be positioned with safety brake applied, and wheels will be chocked.
3. A railcar spill pan will be positioned under all railcars before and during loading/unloading.
4. Driver will take beginning measurement of used oil in vehicle tank.
5. Hose screens and gaskets will be checked each time prior to connecting to verify they are sound and not plugged. Then, securely tighten hose fittings to minimize potential of spill. Place a drip bucket below all hose connections to catch any drips.
6. Railcars will be loaded and unloaded from the top opening only. One employee must remain at the top of railcar during the entire loading/unloading process.
7. Place end of hose in appropriate railcar to be emptied/filled. Operator must remain at the scene, and he/she must remain in charge and maintain control of the operation throughout used oil transfer.
8. After all used oil is pumped, clean hose screen, disconnect hose from truck and store appropriately. Collect and empty spill bucket, empty into tank and clean up any remaining drips, leaks or spills. Before leaving, confirm all railcar, tank and container covers are closed and locked.
9. Take ending measurement of used oil in vehicle tank to determine amount collected or unloaded.
10. Completely fill out the bill-of-lading/receipt, and return this to the office to be mailed to the railroad and receiving destination.

Used Oil Transporter Permit Application Required Documents

9. Attach a separate document and label it “Emergency Controls - Spill Plan”

Submit information explaining how employees will handle any used oil spills. This section can range from a few pages to many pages in length. Note: this is in addition to any EPA-required SPCC plans.

- Indicate that a copy of the spill plan will be kept in all vehicles & the office.
 - Include the type of absorbent materials that will be available, and include where they will be stored.
 - Describe specific procedures employees will take when used oil is spilled or when leaks are discovered. Often, larger companies submit a corporate or national spill plan.
- To be acceptable in Utah, all “Spill Plans” must contain items listed in R315-15-9 specifically 9.1(a) - (c), 9.3 & 9.4.**
-

EXAMPLE:

Emergency Controls – Spill Plan “Put Your Company Name Here”

(This example is provided to give a general idea of the minimum required. Information you provide may include additional requirements or contacts based on your company’s policies, but it must include specific information required in Utah.)

General Policies

- A copy of this spill plan will be kept in each used oil transportation truck and in the main office.
- Employees will be given spill plan training before handling used oil.
- Each vehicle will have: A 5-gallon bucket of absorbent material, rubber gloves, 3 – five foot long “oil socks,” several rags, plastic bags and a shovel and broom for collecting used absorbent materials.
- All spills will be reported to the supervisor after the spill has been stabilized or cleaned up.
- Supervisors will review procedures with employees to recap, and to prevent further occurrences.

• Immediate Action Steps in the event of used oil spills:

1. **R315-15-9.1(a):** Take appropriate action to minimize the threat to human health and the environment. Attempt to stop further spilling/leaking if safe.
2. Take action to prevent spill from spreading (use rags, “socks,” absorbent material). Use sand, dirt or other material, or dig a trench to contain the spill.
3. Notify law enforcement, fire, medical officials, if necessary, by dialing 911.
4. Safeguard yourself and others, but remain at or near the scene until officials arrive. You should not leave until authorized by these officials.
5. a. Notify supervisor if cleanup will require a significant amount of time or if assistance is needed to contain spill or clean up area.
- b. If necessary, the supervisor will notify appropriate waste cleanup company to assist with cleanup.
- c. If spill meets reporting criteria, the supervisor will report spills to appropriate agencies (see “**Notification for: Used Oil Spills . . .**” below)

continued on next page

EXAMPLE: Emergency Controls – Spill Plan continued

6. Clean up the area after spills are collected. Collect materials in plastic bags, and check with supervisor to determine if this material can be disposed in a dumpster.

R315-15-9.3 RELEASE CLEAN-UP

The person responsible for the material at the time of the release shall clean up all the released material and any residue or contaminated soil, water or other material resulting from the release or take action as may be required by the Executive Secretary so that the released material, residue, or contaminated soil, water, or other material no longer presents a hazard to human health or the environment. The cleanup or other required actions shall be at the expense of the person responsible for the release.

7. Complete a spill report form and give it to your supervisor at end of shift. (example attached).

8. The supervisor will be responsible to follow up with requirements of **R315-15-9.4 REPORTING** (see below) if the spill meets this requirement.

• Notification for: “Used Oil Spills exceeding 25 gals, or smaller releases that pose a potential threat to human health or the environment.” - R315-15-9.1(b) & (c)

(b) Notify the Utah State Department of Environmental Quality, 24-hour Answering Service, 801-536-4123 for used oil releases exceeding 25 gallons, or smaller releases that pose a potential threat to human health or the environment. Small leaks and drips from vehicles are considered de minimis and are not subject to the release clean-up provisions of R315-15-9.

(c) Provide the following information when reporting the release:

(1) Name, phone number, and address of person responsible for the release.

(2) Name, title, and phone number of individual reporting.

(3) Time and date of release.

(4) Location of release--as specific as possible including nearest town, city, highway, or waterway.

(5) Description contained on the manifest and the amount of material released.

(6) Cause of release.

(7) Possible hazards to human health or the environment and emergency action taken to minimize that threat.

(8) The extent of injuries, if any.

(d) An air, rail, highway, or water transporter who has discharged used oil shall:

(1) Give notice, if required by 49 CFR 171.15 to the National Response Center, 800-424-8802 or 202-426-2675; and

(2) Report in writing as required by 49 CFR 171.16 to the Director, Office of Hazardous Materials Regulations, Materials Transportation Bureau, Department of Transportation, Washington, D.C. 20590.

• R315-15-9.4 REPORTING

Within 15 days after any release of used oil that is reported under R315-15-9.1(b), the person responsible for the material at the time of the release shall submit to the Board or the Executive Secretary a written report which contains the following information:

(a) The person's name, address, and telephone number;

(b) Date, time, location, and nature of the incident;

(c) Name and quantity of material(s) involved;

(d) The extent of injuries, if any;

(e) An assessment of actual or potential hazards to human health or the environment, where this is applicable; and

(f) The estimated quantity and disposition of recovered material that resulted from the incident.

EXAMPLE:

Your company may wish to use a form similar to this for internal documenting and reporting any used oil spills.

Spill Report Form

YOUR COMPANY NAME
ADDRESS, ETC.

Date of spill: _____ Time of spill: _____

Location of spill (name of business, street address, and specific location of spill - i.e. near tank in back of parking area): _____

Driver or responsible party: _____

Others at scene (list contact info. if they don't work for us.) _____

Approximate quantity of spill: _____

Quantity of product recovered: _____
How long did spill continue? _____

Quantity and type of absorbent, etc. used: _____

Did spill enter surface water or storm drains or pose a threat to human health or the environment. _____

Any other pertinent information: _____

Describe actions taken to minimize spill and then clean up: _____

Who was contacted (agencies - fire, police, health dept, etc.- Include dates, times & individual's name): _____

Were used oil **Emergency Controls – Spill Plan “notification” & “reporting”** requirements followed? _____

*Notify UT Dept. of Environmental Quality, 24-hour Answering Service, 801-536-4123 for used oil releases exceeding 25 gallons, or smaller releases that pose a potential threat to human health or the environment.

* Within 15 days after any release of used oil that is reported under R315-15-9.1(b), the person responsible for the material at the time of the release shall submit to the Board or the Executive Secretary a written report.

Signature of responsible party: _____ Date: _____

Manager's signature: _____ Date: _____

After being completed and signed, this form should be filed in the office “spills record” file.

Used Oil Transporter Permit Application Required Documents

10. Attach a separate document and label it **“Used Oil Training Plan”**

This training plan should cover all employees who may be involved with used oil handling in the state of Utah. This section usually ranges from a few paragraphs to a page or two in length.

- Describe how and when (at least annually) **used oil training specific to Utah’s rules** will be provided to all employees who may be involved with used oil handling in Utah.
- List all items to be reviewed. Training should include general used oil management procedures, identification of used oil, “Emergency Controls – Spill Plan” and personal safety and protection.
- Records for this training must be kept on file for 3 years, and the records should include the date of training, employee names, employee signatures and items covered.

EXAMPLE:

Used Oil Training Plan “Put Your Company Name Here”

(This example is provided to give a general idea of what is the minimum required. Information you provide should be based on your company’s situations and policies.)

1. All employees will receive used oil training before being involved with used oil operations.
2. Utah specific used oil transportation and handling training will be presented on an annual basis to all employees involved in these procedures. The training will be provided during scheduled company safety meetings. Each refresher training will cover general used oil management procedures, identification of used oil and rebuttable presumption/analysis, “Emergency Controls – Spill Plan,” spill reporting and personal safety and protection.
3. a. Records of this training (date, employee name & signature, items covered) will be filed in each attending employee’s file, and a master copy will be keep in the company “training file.”
b. Here is an example of a used oil training record form our company uses.

Used Oil Training Record			
Date & Time Presented:			Length of training:
Topics: employee safety procedures regarding used oil handling, specific company policies dealing with used oil, loading & unloading procedures, identification of used oil, testing/analysis, reducing spill/drips/leaks, spill clean up and reporting spills <u>specific to Utah</u> , paperwork & filing			
Other Topics:			
Training Date	Employee Name	Employee Signature	Comments

Used Oil Transporter Permit Application Required Documents

11. Attach a separate document and label it “Insurance Information”

This section will consist of two separate items, and the policies must include specific language for acceptance in Utah. Your insurance representative should contact the Division if there are questions, and changes to the approved endorsement language may delay approval of the application.

The Director of the Division of Waste Management & Radiation Control must be a listed beneficiary on the financial insurance documents.

a. Permittees must submit evidence of **general liability coverage** of the type and amount that reflects the size and scope of their business enterprise. Submit an “ACORD” certificate documenting this coverage. The continuation of general liability coverage must be demonstrated annually by sending, or having sent, an updated “ACORD” to the DWMRC.

b. Permittees must also submit evidence of **third-party damage coverage for environmental pollution liability arising from sudden occurrence releases**. This must cover bodily injury and property damage in conjunction with used oil in transportation and transference within the State of Utah. The limits of liability are \$1 million for each occurrence and \$2 million in the annual aggregate, exclusive of legal defense costs using the **specific language of the Utah Used Oil Transporter Environmental Pollution Liability Endorsement** as presented by the Director of the Division of Waste Management & Radiation Control. The continuation of environmental pollution liability coverage must be demonstrated annually by sending, or having sent, an updated “ACORD,” and endorsement to the Division of Waste Management and Radiation Control.

Form 17.6-- Used oil transporter pollution liability endorsement for sudden occurrence.

<http://www.deq.utah.gov/forms/waste/index.htm#araof>

Please contact David McCleary with the DWMRC at 801-536-0200 for current language of the Utah “Used Oil Transporter Environmental Pollution Liability Endorsement.”